



THE CITY OF LAUDERDALE LAKES FACILITY USE AND FEE POLICY MANUAL

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SECTION 1: FACILITY USE POLICY

1.1 POLICY STATEMENT

The City of Lauderdale Lakes believes that City facilities should be made available for community purposes, provided that such use does not infringe upon the primary purpose of the property or interfere with City programming.

1.2 PURPOSE

The purpose of this policy is to establish consistent guidelines and procedures governing the rental and use of City-owned parks, facilities, and amenities. This policy ensures equitable access, proper use, cost recovery, and the protection of City assets while supporting community engagement and programming. City facilities are available for rental to residents, non-residents, businesses, and organizations in accordance with established fees, rules, and availability. All rentals must align with the City's mission, ordinances, and operational priorities and must not conflict with scheduled City programs, events, or public use.

1.3 Eligibility

Facility rentals are available to:

- City residents and non-residents
- City and non-City businesses
- Not-for-profit organizations
- Government agencies
- Neighborhood associations

Priority for facility use will be given in the following order:

1. City-sponsored programs and events
2. City residents
3. City-based organizations and businesses
4. Non-residents and outside organizations

1.4 Reservation Procedures

- All reservations must be submitted through the Parks and Human Services Department.
- Reservations must be completed in full and submitted within the required timeframe (typically 10–14 business days prior to the event).
- Reservations are processed on a first-come, first-served basis.
- A reservation is not confirmed until:
 - All applicable fees and deposits are paid in full, and
 - A signed Facility Rental Agreement has been completed and approved
- Recurring reservations must be reviewed and approved annually.

1.5 Rental Fees and Deposits

- All rental fees are established by City resolution and are non-negotiable unless approved by the City Manager or City Commission.
- A refundable security deposit is required for all rentals.
- Deposits may be withheld for:
 - Damage to property
 - Failure to clean or restore the facility
 - Exceeding rental time
 - Violations of facility rules

1.6 Rental Hours

- Monday – Thursday: Up to 9:00 PM
- Friday – Saturday: Up to 12:00 AM (additional fees apply after standard hours)
- Sunday: Up to 6:00 PM
- All after-hours requests must be approved in advance and are subject to additional fees.
- Facility must be clean and vacated by the end of the scheduled rental time.

The City may establish blackout dates for facilities due to:

- Holiday closures
- Inclement weather (e.g., hurricane warnings)
- City-sponsored events

1.7 Facility Use Guidelines

- Use is limited to the space(s) specified in the rental agreement.
- The renter is responsible for:
 - Setup and breakdown within the reserved time
 - Supervision of guests and activities
 - Compliance with all City rules and regulations
- The following are prohibited unless otherwise approved:
 - Alcohol (without proper authorization)
 - Illegal activities
 - Activities exceeding occupancy limits
 - Unauthorized vendors or sales
- Food and beverages may be restricted depending on the facility.

1.8 Decorations

- Table decorations and decorations attached to approved apparatuses are permitted.
- Decorations may not be attached to walls.
- All other decorations must be approved prior to the event.
- Open flame candles are prohibited.
- Confetti, glitter, and similar materials are not permitted.
- Piñatas are not allowed inside facilities.

- Items may not be stored at the facility before or after the event.

Cleanup

- The contract holder is responsible for general cleanup of the rented facility.
- Cleanup includes removing all trash from tables, kitchens, and used areas and placing it in designated containers.
- All decorations must be removed immediately following the event.
- Additional garbage bags will be provided upon request.
- Throwing items such as rice, birdseed, confetti, or similar materials is prohibited due to cleanup difficulty and cost.

1.9 Food and Catering

- The contract holder may bring their own food or use a third-party catering service.
- Onsite cooking during auditorium rentals is strictly prohibited.
- Onsite cooking during pavilion rentals is strictly limited to grills that are included in the pavilion rental, no additional cooking equipment is allowed.

1.10 City Staff

- A City employee will be available during the rental period.
- Staff will provide assistance as appropriate and ensure the facility is maintained in satisfactory condition.
- City staff reserves the right to take appropriate action in the best interest of the City for situations not explicitly covered in this policy.

1.11 Live Music and Entertainment

- DJs and live bands are permitted.
- Fog machines, smoke machines, and portable dance floors are prohibited.
- All events must comply with the City's noise ordinance.
- If music exceeds allowable limits:
 - One warning will be issued
 - A second violation will result in forfeiture of the security deposit and immediate termination of music for the remainder of the event

1.12 Insurance Requirements

- Certain rentals may require a Certificate of Insurance naming the City as an additional insured.
- Insurance requirements will be determined based on the type and scale of the event.

1.13 Cancellations and Refunds

- Cancellations must be done 1 week before scheduled event.
- Refunds will be issued based on the timing of the cancellation and City guidelines.

- Refunds typically take 7-14 business days.
- Security deposits will be refunded after a satisfactory post-event inspection.
- The City reserves the right to cancel reservations due to emergencies, weather, or operational need. If reservation has to be cancelled a refund or another date will be granted.

1.14 Special Use

Not-for-profit organizations, businesses, and partners may qualify for discounted fees in accordance with the approved Fee Schedule.

- All partnership-based use must:
 - Provide proof of non-profit status (if applicable)
 - Demonstrate a direct benefit to City residents
 - Be reviewed and approved by the Department Director

1.15 Compliance and Enforcement

- Failure to comply with this policy may result in:
 - Immediate termination of the event
 - Forfeiture of fees and deposits
 - Denial of future rental privileges
- The City reserves the right to deny any application that conflicts with City policies, safety standards, or community interests.

1.16 Indemnification and Release

By use of City of Lauderdale Lakes facilities, the applicant agrees to:

1. Indemnify, defend, and hold harmless the City of Lauderdale Lakes, including its employees and agents, from any and all claims, liabilities, actions, damages, attorney fees, and litigation costs arising from or related to injuries, damages, or losses sustained by the applicant or guests on City property or through use of City facilities.
2. Release the City of Lauderdale Lakes, including its employees and agents, from any and all claims or liabilities arising from the use of City facilities.

1.17 Amendments

This policy may be amended as necessary and will be reviewed periodically to ensure alignment with City goals, operational needs, and industry best practices. The City reserves the right to make administrative adjustments to procedures as needed to improve efficiency and service delivery

SECTION 2: FEE POLICY

2.1 Purpose

The purpose of the Parks and Human Services Department's Fee Schedule is to establish fair and consistent cost recovery fees for programs, facilities, and services. The fee schedule will allow the City to continue offering programs and services desired by both residents and non-residents and to recover all or a portion of the direct and indirect costs of providing the recreation programs and services.

2.2 Policy Objectives

1. To ensure that those who receive direct benefits from City recreation programs, parks, facilities, and services pay a fair and equitable share of the cost.
2. To ensure the City's fees facilitate program objectives and do not discourage the use of City programs, services and facilities by City residents, non-residents and outside organizations.
3. To ensure City customers are provided innovative and cost-effective programs and services.
4. To ensure fees for City parks, facilities, programs, and services are set at levels that reflect the purpose, value and quality of the service and experience provided.

2.3 Definitions

- A. **Fixed Costs** – Those costs that do not vary with the number of participants. Examples include standard equipment, utilities, maintenance and custodial operations.
- B. **Direct Costs** – Those costs that are incurred by the department in conducting a program or operating a facility and will vary based on the number of participants. Examples include supplies, materials, equipment, instructors, officials, insurance, security and other expenses that can be directly attributed to the operation of the program or facility.
- C. **Indirect Costs** – Those costs that are not directly incurred by a departmental program or facility and may be charged to it. These costs include, but are not limited to administrative staff, printing, supplies, and other costs related to the program or facility.
- D. **Capital Costs** – Costs incurred in constructing or renovating a facility or park.
- E. **Rental Fees** – Payment for the priority use of a facility. The individual or group pays for the privilege of using a facility or part thereof with a priority over other activities.
- F. **Program Fees** – Charged to an individual or group for participation in a program or activity, which may include the use of a specific part of a recreation facility for the purpose of that program or activity. Numerous participants are usually involved in the activity or program at the same time.
- G. **Non-Resident** - A person or persons whose main residence is in a City other than the City of Lauderdale Lakes.
- H. **City Business/Organization** - A business or not-for profit organization whose primary place of operation is in the City of Lauderdale Lakes.

- I. **Non-City Business/Organization** - A Business or not-for profit organization whose primary place of operation is not in the City of Lauderdale Lakes.
- J. **Partnership** – An established ongoing relationship between a Non-Profit organization and the City to provide educational programs, assist with special events, projects, or programs as a benefit to the residents.

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2.4 Fee Adjustments

Fees are reviewed annually and adjusted as needed.

<u>Field Preparation</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Comments</u>
Baseball (per lining)	\$15.00	\$30.00	
Football (per lining)	\$125.00	\$150.00	
Soccer (per lining)	\$100.00	\$125.00	
Cricket (per lining)	\$50.00	\$75.00	
<u>Athletic Field Rental</u>			
Per field (per hour/day)	\$15.00	\$40.00	
Per field (per hour/night)	\$40.00	\$65.00	
<u>Court Rental (Group Fees)</u>			
Tennis (per hour/court)	\$10.00	\$20.00	
Basketball (per hour/court)	\$50.00	\$75.00	
Netball (per hour/court)	\$10.00	\$20.00	
<u>Auditorium Rentals</u>			
Educational & Cultural Center	\$150.00	\$165.00	4 hrs min
Multi-Purpose Auditorium	\$125.00	\$150.00	4 hrs min
Willie Webb Auditorium	\$100.00	\$115.00	4 hrs min
<u>Computer & Training Lab (ECC)</u>			
	<u>City</u>	<u>Non-City</u>	<u>Comment</u>
Meeting w/o Technology	\$75.00	\$100.00	2hrs min
Meeting Including Computer Technology	\$150.00	\$175.00	2hrs min
<u>Meeting Rooms</u>			
	<u>Resident</u>	<u>Non-Resident</u>	<u>Comment</u>
Meeting Room @ VT ¹	\$25.00	\$50.00	2hrs min
Meeting Room @ WW ²	\$25.00	\$50.00	2hrs min
Meeting Room @ BRC	\$25.00	\$50.00	2hrs min
Meeting Room @ RR	\$25.00	\$25.00	2hrs min

Large Pavilion

	<u>Resident</u>	<u>Non-Resident</u>	<u>Comment</u>
Monday – Friday	\$ 100.00	\$ 150.00	5 hr rental
Saturday – Sunday	\$ 150.00	\$ 175.00	5 hr rental
Additional Hour Fee	\$ 20.00	\$ 25.00	per hour

Small Pavilion

	<u>Residents</u>	<u>Non-Resident</u>	<u>Comment</u>
Monday – Friday	\$40.00	\$70.00	5 hrs rental
Saturday – Sunday	\$45.00	\$80.00	5 hrs rental
Additional Hour Fee	\$10.00	\$10.00	per hour

**Large Pavilions are located at Northgate Park, and Willie Webb Park.*

Small pavilions are located at Otis Grey Park and /Northgate Park.

** No electricity or water at small pavilions*

Vincent Torres Park Small Pavilion

<u>With Splash Pad</u>	\$150	\$175	5 hrs rental
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Fitness Center (WWP)

	<u>Resident</u>	<u>Non-Resident</u>	<u>Comment</u>
Adult	\$10.00	\$15.00	per month
Adult	\$50.00	\$62.00	annual membership
Senior (60+)	\$25.00	\$37.00	annual membership
Student (w/ proper ID)	\$20.00	\$32.00	annual membership

Swimming Pool Rental

	<u>Resident</u>	<u>Non-Resident</u>	<u>Comment</u>
Saturday – Sunday	\$100.00	\$125.00	per hr/2 hrs minimum
Lifeguard Fee	\$15.00	\$15.00	per hr/2 lifeguards min Required

**Pool Rentals are assessed on a case by case basis and are subject to approval by the Director only.*

**Discounts may apply as appropriate for partnership programs.*

Swimming Pool Usage

	<u>Resident</u>	<u>Non-Resident</u>	<u>Comment</u>
Lap/Recreational Swim			
Child	Free	Free	per day
Adult	\$ 2.00	\$ 4.00	per day
Senior (60+)	\$ 1.00	\$ 3.00	per day
Child	\$ 25.00	\$ 50.00	annual membership
Adult	\$ 50.00	\$ 75.00	annual membership
Senior (60+)	\$ 25.00	\$ 25.00	annual membership
Family (up to 6 people)	\$ 100.00	\$ 125.00	annual membership

Water Aerobics	\$ 3.00	\$ 5.00	per class
	\$ 130.00	\$ 155.00	Membership-8 months (includes rec/lap swim)
Swim Lessons	\$ 50.00	\$ 60.00	for 8 lessons
	\$ 30.00	\$ 40.00	for 4 lessons (Sat)

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APPENDIX B: DISCOUNTS & SPECIAL PROVISIONS

City Employees and Elected Officials

- A. **City elected officials and City employees** are eligible for one (1) complimentary facility rental per fiscal year, based on availability. Any additional rentals will receive a 10% discount off the resident rate for all facility reservations. A refundable security deposit is required at the time of booking.
- B. **Memberships-** A 50 % discount fee may be applied to all recreation programs and activities. This discount applies to City Elected Officials and City Employees.
- C. **City Elected Officials and City Employees Fitness Center Membership-** As a part of the City's employee health and wellness program, current city elected officials and city employees will be provided a free fitness center membership including pool membership.
- D. **Not-For-Profit Organizations** – A 10% discount fee for auditorium and room rentals will be applied. **Current 501-C, Florida Not For Profit Corporation Certificate, and Photo ID are required for not-for-profit status verification from Not-For-Profit Organizations.** The security deposit is collected to ensure proper cleanup, repair and maintenance of damaged City property and to ensure that the facility is vacated at the time stated in the Facility Permit. The City reserves the right to forfeit the security deposit in the event of any damages or if the facility is not vacated at the time stated in the permit.
- E. **Computer Training Lab-** The reservations for the computer Training Lab at the ECC may be offered at a reduced rate at 10% for businesses and organizations that partner with the City to implement computer training and/or other educational programs at no cost to the city residents and businesses. The discounted fee will be evaluated appropriately.
- F. **City Neighborhood Associations**
Neighborhood Associations are allowed to host one meeting per month at no cost based upon availability.